

WELLESLEY PLANNING BOARD
APPLICATION FOR SPECIAL PERMIT
LOWER FALLS VILLAGE COMMERCIAL DISTRICT
RESIDENTIAL INCENTIVE OVERLAY DISTRICT



Town Hall, 525 Washington Street, Wellesley, MA 02181, Tel. (781) 431-1019 ext. 230. Fax (781) 237-6495 or 239-1043

Date: _____

Petitioner: _____

Mailing Address: _____

Telephone: _____

Land Owner of Record: _____

Address of Subject Property: _____

Proposed Use of Property: _____

Lot Area: _____

Existing Building Floor Area: _____ Floor Area of Proposed Construction: _____

Existing Floor Area Ratio: _____ Proposed Floor Area Ratio: _____

Existing Number of Stories: ____ Proposed: ____ Existing Building Height: ____ Proposed: ____

You must provide four separate written narratives describing how your project:

1. is consistent with the Wellesley Lower Falls Plan, Zoning, Urban Design and Landscape Guidelines;
2. provides and/or contributes toward pedestrian and bicycle amenities, accommodates bicycle and pedestrian circulation and safety;
3. provides and/or contributes toward the improvement of pedestrian access to the river;
4. provides and/or contributes toward the creation of a village center, town green or mini-park to further enhance the pedestrian experience in Lower Falls.

INFORMATION SHEET TO ACCOMPANY LOWER FALLS SPECIAL PERMIT APPLICATION

The applicant should obtain a copy a report entitled Wellesley Lower Falls Plan, Zoning, Urban Design and Landscape Guidelines (“Lower Falls Guidelines”). Copies of this document are available at the Planning Board Office. The applicant is encouraged to become familiar with the recommendations contained in that document particularly as those recommendations may concern the property in question. The Lower Falls Guidelines does not set forth hard and fast rules but it does set forth the intent of the three-year Lower Falls planning program.

By submitting this application you are asking the Planning Board to approve your proposed project. The project must meet zoning requirements as set forth in the Wellesley Zoning Bylaw. Copies of the Zoning Bylaw may be purchased from the Town Clerk. The Planning Board is not authorized to approve a project that is inconsistent with zoning. The Zoning Bylaw also contains criteria that must be used by the Planning Board to evaluate applications. Assuming your project meets zoning requirements, your success or failure to ultimately obtain approval of your project will depend whether or not, in the judgment of the Planning Board, it meets the criteria. The Planning Board will rely very heavily on the Lower Falls Guidelines to evaluate your project.

It is understood that the Lower Falls Guidelines is written in municipal planning terms. If you do not fully understand what is discussed or recommended please contact one of the staff members of the Wellesley Planning Department. They will be very helpful in assisting you to understand the various provisions and intent of the Lower Falls Plan.

DESIGN REVIEW

A separate application must be made to the Wellesley Design Review Board. The Planning Board cannot act favorably on an application prior to receiving the report of the Design Review Board. Contact the Planning Board Office for further information concerning submission requirements and scheduling.

REVIEW BY OTHER TOWN AGENCIES

It is strongly recommended that the applicant discuss the proposed project with the **Town Engineer** and the Superintendent of the **Electric Division** particularly when changes to utilities are contemplated. The Office of the **Board of Selectmen** is involved in any new or modified driveway entering into a public way. Because the Lower Falls area is a riverine environment certain projects will require a filing with the **Wetlands Protection Committee**. It is the responsibility of the applicant to investigate whether such a filing is necessary and to pursue that approval.

DEVELOPMENT AGREEMENTS

It is anticipated that each project approved by the Planning Board will involve a legally binding development agreement which sets forth the specific details of how the project will be consistent with and/or promote the Lower Falls Guidelines. There may be a need to impose permanent restrictions on the land such as pedestrian walkway easements. Such development agreements will be binding upon the heirs, executors, administrators, successors and assigns of the land owner and will run with the land.

REQUIRED PLANS FOR SPECIAL PERMIT APPLICATIONS TO THE PLANNING BOARD

a. **Land Plan**

A plan (10 copies) drawn, stamped and signed by a Massachusetts Registered Land Surveyor shall be submitted showing existing property boundary lines with radii, distances to hundredths of a foot and bearings to seconds, including dimensions and areas of all lots shown, location of all existing buildings on the lot and on abutting lots, structures and bounds including distances to nearest property boundary lines, Zoning District(s) and any Zoning District Boundary lines including Flood Plain or Watershed Protection District, Rivers Protection Act Boundary lines and other information as may be required by the Board.

b. **Site Development Plan/Landscape Plan**

A plan (10 copies) drawn, stamped and signed by a Massachusetts Registered Architect shall be submitted showing the locations, type and color of exterior materials of the proposed buildings, walks, drives, off-street parking, lighting fixtures, signs, landscaping elements, fences, poles, curbing, stairs, walls, bicycle and pedestrian amenities and other pertinent information as may be required by the Design Review Board or Planning Board.

c. **Floor Plans and Building Elevation Drawings**

Floor plans and Building Elevations (10 copies) drawn, stamped and signed by a Massachusetts Registered Architect shall be submitted showing detailed floor plans and elevations of all sides of all buildings, with sections identifying construction type and exterior finish and color.

d. **Utilities, Grading and Drainage Plan**

Utilities, Grading and Drainage Plan (10 copies) drawn, stamped and signed by a Massachusetts Registered Professional Engineer showing existing and proposed electric, sewer, water lines, existing and proposed grading contours (one foot intervals on Town of Wellesley Base giving bench mark reference) storm drainage structures, leaching basins, holding areas, method of handling roof drainage and drainage from walks, courtyards and landscaped areas.